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Programme : Bachelor of Business Administration (Hons.) Human Resource Management

Title : Internship Report_Raja Nurul Atheerah binti Raja Alias

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HRM666 INDUSTRIAL TRAINING REPORT AT PEJABAT TANAH DAN JAJAHAN MACHANG (PTJM)

3 MARCH 2024 - 11 AUGUST 2024



PREPARED BY:

RAJA NURUL ATHEERAH BINTI RAJA ALIAS
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EXECUTIVE SUMMARY

This paper is a report of student undertook for the Industrial Training course (HRM666) at Pejabat Tanah dan Jajahan Machang (PTJM) from March 3, 2024, to August 11, 2024, is reported in this paper.

As far as we know, all students must complete this course in order to graduate from UiTM with a Bachelor of Business Administration (Hons.) in Human Resource Management. This paper covers all of the activities completed in each unit, as well as unique projects, skills used, and tasks completed successfully by students over their 24-week internship.

I wrote the company profile, which included information about the company's background, vision, mission, goals, and services provided. The company's main goal is to handle all land-related issues, whether they pertain to government, authority, or private property.

Subsequently, I have indicated in the training reflection that I was allocated to the Administration department. My job experience at the organization has improved me in many aspects, including my computer abilities and soft skills, as I have finished all of the responsibilities assigned throughout the training period. The organization has also given me intangible advantages like experience and expertise gained by helping them to meaningfully contribute to their job.

In addition, the SWOT analysis was used in this study to assess the internal strengths, external opportunities, external threats, and current state of the organization. Thus, recommendations and talks aimed at improving the operational growth and performance of the firm—which is influenced by specific challenges and issues—can be made when the company analysis is finished.

In conclusion, I now have a better understanding of PTJM work overall thanks to the process of finishing this report. All of the experiences and information I gained while working for the organization opened my eyes to the realities of the working environment in the industry. I'm hoping that this internship can help me in the future to make it in another industry.

COMPANY'S PROFILE

COMPANY'S NAME	Pejabat Tanah dan Jajahan Machang (PTJM)
COMPANY'S ADDRESS	Pejabat Tanah dan Jajahan Machang, Jalan Bahagia,Kampung Batu Dua Puloh Lima, 18500 Machang, Kelantan.
OPERATION HOUR	Sunday to Wednesday (8.00 AM – 5.00 PM) Thursday (8.00 AM – 3.30 PM)
TOTAL STAFF	85 staff including 2 MySTEP
CONTACT NUMBER	09-9752963/2826
EMAIL ADDRESS	ptjm@kelantan.gov.my
WEBSITES	https://ptjm.kelantan.gov.my